

GEORGIA DEPARTMENT OF LABOR
EMPLOYMENT SECURITY AGENCY
ADMINISTRATIVE SERVICES DIVISION
RECORDS MANAGEMENT AND CONTROLS

4171-11
10

Application Number

APPLICATION FOR
AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Date: July 30, 1980

FOR STATE RECORDS MANAGEMENT DIVISION USE

Date Received

Application No.

Date Completed

SEP 18 1980

76-141-A

NOV 17 1980

Record Series Title: 76-141 CETA Trainee Enrollment and
Termination Files

Person to Contact:

Item number to be amended: Item 16 on old form
Item 10b on new form (3/80)

Telephone No. 656-3040

Reads as follows: "no" on confidentiality of records

Amended to read: "yes" on confidentiality of records

6 Cde 54-637(1)

Reason for change: Public service employee records under CETA remain open to public inspection; all other personal records including financial records shall be made "available to the public to the same degree that it makes such information available about its employees." Georgia State Merit System regulations therefore make all except PSE employment records confidential

AUTHORITY: Federal Register, July 20, 1979; 29-70.203b-3b1,2.

Division Director/Designee:

Date

9/2/80

Records Management Officer (RM&C):

Date

4/30/80

ESA Director:

Date

State Auditor/Designee:

Date

10-30-80

Secretary of State/Designee:

Date

10-27-80

Attorney General/Designee:

Date

11-12-80

GEORGIA DEPARTMENT OF LABOR
EMPLOYMENT SECURITY AGENCY
ADMINISTRATIVE SERVICES DIVISION
RECORDS MANAGEMENT AND CONTROLS

4171-11

10

APPLICATION FOR
AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Number

76-141

Application Date: July 18, 1980

July 23, 1980

FOR STATE RECORDS MANAGEMENT DIVISION USE

Date Received

Application No.

Date Completed

JUL 24 1980

76-141-A

AUG 28 1980

Record Series Title: Comprehensive Employment Training
Act (CETA) Trainee Enrollment
and Termination Files

Person to Contact: W. F. Reynolds

Item number to be amended:

Telephone No. 656-3074

11 and 12

Reads as follows:

Item 11 require files to be kept 4 years; administrative decision.

Item 12 Cut off file at end of F. Y. hold in current file area 1 year or until
Federal or state audit is completed, whichever is later; then transfer
to State Records Center, hold 3 years then destroy.

Amended to read:

Item 11: Federal Retention Instructions; Prime Sponsor Instruction No. 80-025

Item 12: Records Created on or Before 30 Sept. 1978: Destroy 30 September 1983.

Do not destroy until all audit questions are resolved.
Records Created on or After 1 October, 1978: Cut off files at end of
each fiscal year; hold in current files area 1 year; then transfer to
State Records Center; hold 4 years; then destroy upon resolution of
federal audit questions.

Reason for change:

see also: 41 CFR 29-70.203b-1 and CETA Forms Preparation Handbook, Chap VI, Item 3.A
Para 676.35 Federal Register Vol. 45 No. 99 May 20, 1980.

AUTHORITY:

Division Director/Designee:

Records Management Officer (RM&C):

ESA Director:

State Auditor/Designee:

Secretary of State/Designee:

Attorney General/Designee:

Date

Date

Date

Date

Date

Date



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

4121-11
X10
OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date February 3, 1976	INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention Records Management Officer	FOR RECORDS MANAGEMENT DIVISION USE Date Received FEB 10 1976 Application No. 76-141 Date Completed MAY 11 1976	
2. Agency Application No. DL-028	3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Labor Unemployment Insurance Division Special Programs Payment Unit - Rm 367 State Office Bldg. Atlanta, Georgia 30334	4. Person to Contact C. R. Ridge	5. Working Title Supervisor
		6. Tel. No. 656-3074	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series
06/01/74 to date

9. Exact Series Title
Comprehensive Employment Training Act (CETA)
Trainee Enrollment and Termination Files

10. What is the function of the office in which this record series is created?
The function of the Unemployment Insurance Division is to implement the Georgia Employment Security Law which requires that legal entities employing workers in Georgia report and pay taxes on the wages of such employees and to subsequently pay benefits to such covered workers when they are unemployed through no fault of their own and when they comply with certain other requirements of the Law.
Administers payments of allowances and wages under Manpower Programs of the U.S. Department of Labor upon request.
The Special Programs Payment Unit receives initial enrollment forms and establish a payment account for each individual trainee; receives and processes weekly request for training allowance and wage payments. Also processes payment of Incentive allowance and Training Related Expense allowance to participants enrolled in the Work Incentive Program. Establish and maintain controls to prevent duplicate or overpayment, makes periodic review of records to ascertain continued eligibility for payments under the different Federal Programs.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).
Documents relating to enrolling and terminating individual trainees under the Comprehensive Employment Training Act.

Included are:

- Form CETA-27 - Enrollment Form
- Form CETA-01 - Revised Enrollment Form
- Form CETA-06 - Termination Form
- Form W4-G - Income Tax Withholding Order
- Form ESA - 1931 CETA Payroll Enrollee Maintenance Form

The file is arranged numerically by Work Site Project Control Number, thereunder alphabetically by trainee's name.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	24	103		24	103
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				16	none
				This Year's	Last Year's
			AVERAGE DAILY REFERENCES	1	0
				0	0
				0	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

- | | YES | NO |
|--|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? Federal Register (Vol. 40, No. 47, Part III), "Guide to Records Retention Requirements" (January 1, 1975) Part VIII | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept 4 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

See item 22

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER See below, then:

- ☐ Hold in the current files area month(s)/ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold year(s):
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☒ Other: (Specify) Cut off file at the end of each Fiscal Year, hold in current files area 1 year or until Federal or State Audit is completed, whichever is later, then transfer to State Records Center; hold 3 years; then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

To eliminate necessity for filing equipment and floor space required to hold inactive records and to make room for new records in the cabinets and space now provided.

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>[Signature]</i>	2-9-76		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	2-5-76
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	5-7-76
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	2-19-76
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	5-18-76

STATE RECORDS
COMMITTEE

STATE
OF
GEORGIAApplication for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIONPAGE
1

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5. Working Title Supervisor		6. Tel. No. 656-3074			
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 06/01/74 to date		9. Exact Series Title Comprehensive Employment Training Act (CETA) Trainee Enrollment and Termination Files			
10. What is the function of the office in which this record series is created? The function of the Unemployment Insurance Division is to implement the Georgia Employment Security Law which requires that legal entities employing workers in Georgia report and pay taxes on the wages of such employees and to subsequently pay benefits to such covered workers when they are unemployed through no fault of their own and when they comply with certain other requirements of the Law. Administers payments of allowances and wages under Manpower Programs of the U.S. Department of Labor upon request. The Special Programs Payment Unit receives initial enrollment forms and establish a payment account for each individual trainee; receives and processes weekly request for training allowance and wage payments. Also processes payment of Incentive allowance and Training Related Expense allowance to participants enrolled in the Work Incentive Program. Establish and maintain controls to prevent duplicate or overpayment, makes periodic review of records to ascertain continued eligibility for payments under the different Federal Programs.					
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				This Year's Last Year's Preceding Year's All Prior Years'	
				1 0 0 0	
				AVERAGE DAILY REFERENCES	
				1 0 0 0	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

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14. Is there a duplication of this series in another office or agency? [] ☒
15. Is the information contained in this series ever summarized or published? [] ☒
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [] ☒
17. Does the series initiate, amend or terminate agency policies and procedures? [] ☒
18. Could the function be performed if the files were lost or destroyed? ☒ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] ☒
20. Does the record series provide data as input to an EDP file? [] ☒
21. Does the record series contain documentation produced as EDP printout? [] ☒
22. Has the Federal Government issued instructions governing the retention/disposition of these files? Federal Register (Vol. 40, No. 47, Part III), "Guide to Records Retention Requirements" (January 1, 1975) Part VIII ☒ ☒
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Records Management Officer (Signature) <u>[Signature]</u> Date <u>2-9-76</u>		OTHER REQUIRED SIGNATURES		DATE
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		[] Approved [] Disapproved		
		State Auditor/Designee <u>DOL</u>		<u>5-14-76</u>
		[x] Approved [] Disapproved		
STATE RECORDS COMMITTEE		Secretary of State/Designee <u>[Signature]</u>		<u>2-19-76</u>
		[] Approved [] Disapproved		
		Attorney General/Designee <u>[Signature]</u>		
		[] Approved [] Disapproved		